FHEA 53rd Annual Meeting and Trade Show
31st Annual AHCA Seminar
Rosen Shingle Creek Resort & Convention Center
Sebastian Ballroom L,J,K,I
Orlando, FL

PME is proud to be your Exposition Management team for the **FHEA 53rd Annual Meeting and Trade Show and the 31st Annual AHCA Seminar.** The following are important dates and information to keep at hand:

Official General Contractor **NEW name...same GREAT service**

PME
3315 Maggie Blvd, Suite 300, Orlando, Florida 32811
Phone: (321) 296-1888 Fax: (407) 730-3887

Show Information:

Back-wall Drape color :	Blue/Blue/White/Blue/Blue
Side-wall Drape color:	Blue
Carpet Color:	Multi
Booth Size:	10' x 10'
Booth Includes:	8' high back drape, 3' high side drape and identification.

Please note that your booth space has no electrical service included Please order this and additional services from the order forms in this manual. Order by the deadline date and take advantage of the discount prices.

- ***Important Dates:***

Monday	September 7, 2015	Shipments may begin arriving at warehouse
Friday	October 2, 2015	Discount deadline for orders received with payment
Friday	October 9, 2015	Last day for advance shipments to arrive at the warehouse without surcharges

Do Not Ship to Show Site Prior to Monday October 12, 2015. Freight could be refused.

- ***Show Schedule:***

Monday	October 12, 2015	Exhibitor Move In	10am	-	3:30pm
Monday	October 12, 2015	Show Hours	4:30pm	-	7:30pm
Tuesday	October 13, 2015	Show Hours	7:00am	-	2:00pm
Tuesday	October 13, 2015	Exhibitor Move Out	2:30pm	-	9:00pm
Tuesday	October 13, 2015	Freight Re-route	6:00pm	-	

Please inform your drivers to be checked in at the Customer Services Desk in exhibit hall by 4:00pm on Tuesday, October 12, 2015. Freight not picked up by 6:00pm will be redirected using the show carrier. All Exhibit Materials must be off the show floor by 9:00pm

During the show:

- *PME maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.*

SHIPPING ADDRESSES:

Advance to Warehouse:
PME Expo Services
FHEA15
Company Name Booth #
3315 Maggie Blvd, Suite 300
Orlando, FL 32811

Direct to Show site:
Rosen Shingle Creek
For PME/FHEA15
Company Name & Booth #
9939 Universal Blvd
Orlando, FL 32819

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred by hotel and PME. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines

After the show:
Feel free to contact PME throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

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DEADLINE DATE
October 2, 2015

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

❑MasterCard ❑VISA ❑American Express ❑Corporate ❑Personal

Account Number **EXPIRATION DATE**

				____/____

Card Holders Name (Please Print)		
Billing Address		
City	**State**	**Zip**
Phone Number	**Fax Number**	
Email Address		
Card Holders Signature		
Company Name		**Booth #**

Calculation of Orders	Total
Electrical Service - Order through & pay PSAV	
Lead Retrieval - Order through & pay LAT	
Shipping & Handling	$
Installation & Dismantle Labor	$
Furnishing & Accessories	$
Carpet	$
Rental Exhibits	$
Floral Service	$
Booth Cleaning -	$
Hardware/AV Rental	$
Other	$

To simplify payment, send a check payable to PME for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank	$
Check #	

Please list all authorized persons for credit card use at show site below.	

Payment Policy

Payment for Services

PME requires payment in full at the time services are ordered. PME requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

PME accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 321-296-1888 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME. *You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.*

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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

PME will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to PME. Also, the charge card information must be completed and submitted to PME as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires PME to fax an invoice from the Convention Facility, a $75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:	BOOTH#:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
DISPLAY HOUSE NAME/THIRD PARTY PAYER:	
COMPLETE ADDRESS:	
CITY, STATE:	ZIP CODE:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
PHONE NUMBER: FAX NUMBER:	

ITEMS TO BE BILLED TO THIRD PARTY:			
☐ MASTERCARD	☐ VISA	☐ AMERICAN EXPRESS	
ACCOUNT NUMBER:			EXPIRATION DATE:
NAME ON CARD:			
SIGNATURE:			
COMPANY NAME:			
COMPANY ADDRESS:			
CITY, STATE:			ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	

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DEADLINE DATE
October 2, 2015

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the show move-in date. Such shipments must arrive on or before Friday, August 21, 2015 between 9:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment call 321-296-1888
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**

- **NOTE: Shipments that arrive at the warehouse after show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.**

- **Label each package or crate as follows:**

TO ARRIVE ON OR BEFORE OCTOBER 9, 2015

TO: PME
FHEA
Company Name Booth #
3315 Maggie Blvd., Suite 300
Orlando, FL 32811
FOR: SECWA15

SHIPMENTS TO SHOW SITE

- **All shipments arriving prior to October 12, 2015 could be REFUSED and returned to the local trucking terminal.**
- NOTE: Shipments will only be received at the show site *during the move-in periods* - ***SEE PAGE ONE OF THE SERVICE MANUAL.***
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

- **NOTE: Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at show site and by PME. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guide lines.**

- **Label each package or crate as follows:**

DO NOT DELIVER PRIOR TO October 12, 2015
Facility could refuse shipment

TO: Rosen Shingle Creek Resort
c/o PME
FHEA15
Company Name & Booth #
9939 Universal Blvd
Orlando, FL 32819

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by PME for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.

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PME

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DEADLINE DATE
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FOR ADVANCE SHIPMENTS

TO ARRIVE BY October 9, 2015

RUSH

EXHIBITION MATERIALS

To:_____
EXHIBITOR NAME

PME
Company Name Booth #
3315 Maggie Blvd., Suite 300
Orlando, FL 32819

Name of Show: FHEA15

Booth #: _____

#0f Pieces: _____

Carrier: _____

FOR ADVANCE SHIPMENTS

TO ARRIVE BY October 9, 2015

RUSH

EXHIBITION MATERIALS

To:_____
EXHIBITOR NAME

PME
Company Name Booth #
3315 Maggie Blvd., Suite 300
Orlando, FL 32811

Name of Show: FHEA15

Booth #: _____

#0f Pieces: _____

Carrier: _____

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MATERIAL HANDLING RECAP

We will ship _____ pieces @ _____ lbs.	@ $65.00 per 100 lbs. (200 lb. minimum)	$
Small Package Charge	@ $25.00 (25 lb. maximum)	$
Loose/Uncrated/Pad Wrapped	@ $105.00 per 100 lbs. (200 lb. minimum)	$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	$
Outbound Overtime - 25% Surcharge	$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at show site. If you have any questions about material handling, please call 321-296-1888

Material Handling Subtotal	$
Overtime Subtotal	$
Material Handling Total	$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES." *When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 407-730-3887.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by PME. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):	Telephone:
Street Address:	City:
State:	Zip:
Carrier:	Circle One: PREPAID COLLECT
Total Number of Containers:	Total Weight of Shipment:

INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM: **BOOTH#:**

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MATERIAL HANDLING RATES

- $65.00 per hundred weight (or fraction thereof).
- Minimum of $130.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis**.
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. PME will assume no liability for these shipments. $25.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMNT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted convention facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the convention facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipmeny will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, PME shall estimate the weight, and all charges will be based ion these estimates. The estimates will be binding on both parties. A $25 fee will be applied to your invoice if PME finds it necessary to provide this weigh scale service No adjustments will be made after the show closes. Copies of the Bills of Lading, including pro number, should be mailed to PME as soon as shipments are made. This will assist in tracing, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Desk. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. PME assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding and/or shrink wrapping is available at $75.00 per skid.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum $250 charge per round trip.

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MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to PME for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Desk. Previous shipping labels should be removed. PME accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. PME will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with PME, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. PME reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by PME as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, should shipments need to be brought back for any reason, there will be an additional charge of $100.00 per shipment for straight time and $150.00 per shipment for overtime, with a 200 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by PME and insured by the exhibitor are not to exceed a value of $0.25 per pound and are not to exceed a maximum of $50.00 per item or $1000.00 per claim, whichever is less. PME and its subcontractors are not insurers. The amounts paid to PME are based on the value of the material handling services and are unrelated to the value of the property being handled.

PME and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. PME and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. PME shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to PME by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of* PME. PME and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to PME within thirty (30) days of the close of the show shall be considered waived.

No suit or action shall be brought against PME or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the show site, PME shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to PME or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in the above section.

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INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: $70.00 per personnel hour *Overtime: $87.50 per personnel hour*

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.
A minimum charge is one hour per labor personnel, with a ten percent service charge on show site orders.

PLAN A: Installation and dismantling of display under the supervision of I&D PME.	**PLAN B: Installation and dismantling of display under the supervision of Exhibitor.**
Please note the following: • In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a $50.00 minimum charge. • Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary. • Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.	Please note the following: • Labor personnel must be picked up at PME Desk when under exhibitor supervision. • A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered. • Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.
Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.

FORKLIFT ORDER Straight Time: $36.00 per personnel hour Overtime: $58.00 per personnel hour Forklift: $50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equiPMEnt spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate box:			☐ **PME Supervision**	☐ **Exhibitor Supervision**	☐ **Forklift Crew**
Install	Date:	Time:	Total Laborers:	Hours per Laborer:	**$**
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	**$**
PME Supervision Install 35%:		PME Supervision Dismantle 35%:		Forklift Fee: $50.00	**$**
ESTIMATED COST FOR INSTALLATION,DISMANTLE LABOR , AND/OR FORKLIFT LABOR:					**$**

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. PME & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. PME and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by PME, or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by PME or its subcontractor.
3. PME and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to PME, within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against PME or its subcontractor more than one year after the accrual of the cause of action.
5. PME, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. PME will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

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NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

PME has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the PME Desk. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the PME Desk by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at PME, no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide PME with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide PME with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from PME. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the PME **Exhibitor Service Center.**

IMPORTANT: **It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to** PME **no later than October 2, 2015.**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names PME, as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to PME by October 2, 2015, Non-Official Contractor will be required to order labor from PME.

INTENT TO USE NON-OFFICIAL CONTRACTORS

NOTIFICATION DEADLINE: *October 2, 2015*

EXHIBITING FIRM:	BOOTH #:
AUTHORIZED NAME AND TITLE:	
AUTHORIZED SIGNATURE:	

FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:

NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):
DIRECT PHONE NUMBER: TYPE OF SERVICE TO BE PERFORMED:

PME
3315 Maggie Blvd
Suite 300
Orlando, Florida 32811
E-mail: customerservice@my-pme.com
Phone: (321) 296-1888
Fax (407) 730-3887

DEADLINE DATE
October 2, 2015

DÉCOR PACKAGE

☐ **OPTION 1: 10X10 BOOTH CARPET; 1 (ONE) 6' DRAPED TABLE; 2 (TWO) SIDE CHAIRS; 1 (ONE) WASTEBASKET** **$300.00 advanced rate; $350.00 after deadline date**
☐ **OPTION 2: 1 (ONE) 6' DRAPED TABLE; 2 (TWO) SIDE CHAIRS; 1 (ONE) WASTEBASKET** **$250.00 advanced rate; $290 after deadline date**
SKIRT COLOR (circle one): RED BLACK WHITE BLUE SILVER HUNTER GREEN
CARPET COLOR (circle one): RED BLACK BLUE GRAY HUNTER GREEN SPEARMINT GREEN

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DEADLINE DATE
October 2, 2015

STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Folding Chair	$ 25.00	$ 35.00	$
	Basic Side Chair	$45.00	$57.00	$
	Literature Stand	$98.00	$115.00	$
	Waste Basket	$14.00	$17.00	$
	Easel, Chrome	$ 33.00	$ 44.00	$
	Café Table 30" round x 42" high	$111.00	$142.00	$
	Bar Stool Black with Back Support	$65.00	$82.00	$
	Bag Rack	$45.00	$ 57.00	$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Check Color: ☐Red ☐Blue ☐Black ☐Teal ☐Grey ☐White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	$9.25	$13.75	$
	8' Drapery Installed, per linear foot	$12.00	$18.25	$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color: ☐Red ☐Blue ☐Black ☐Teal ☐Grey ☐White ☐Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$ 84.00	$ 96.00	$
	6' Draped	$ 96.00	$ 122.00	$
	8' Draped	$118.00	$148.00	$
	4th Side Draped	$ 35.00	$ 42.00	$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Check Color: ☐Red ☐Blue ☐Black ☐Teal ☐Grey ☐White ☐Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$103.00	$134.00	$
	6' Draped	$115.00	$146.00	$
	8' Draped	$128.00	$159.00	$
	4th Side Draped	$ 35.00	$ 42.00	$

TABLE RISERS AND DRAPING

Check Color: ☐Red ☐Blue ☐Black ☐Tea l ☐Grey ☐White ☐Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	$35.25	$47.50	$
	6' x 10" x 12" Draped	$45.00	$60.75	$
	8' x 10" x 12" Draped	$57.75	$78.00	$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME FOR ORDERING AND PRICING DETAILS.

Subtotal	$
Tax @ 6.5%	$
Total	$

EXHIBITING FIRM: **BOOTH #:**

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DEADLINE DATE
October 2, 2015

STANDARD CARPET ORDER NOTE: SHOW HALL IS CARPETED

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color: ☐Black ☐Blue ☐Grey ☐Burgundy ☐Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	$122.00	$152.00	$
	10' x 20'	$244.00	$305.00	$
	10' x 30'	$366.00	$456.00	$
	10' x 40'	$488.00	$610.00	$
	Carpet Padding per 10' space	$75.00 x _____	$95.00 x _____	$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

☐Gunmetal	☐Misty Grey	☐Bay Water	☐Cherry Red
☐Burgundy	☐Silver Mist	☐Baby Blue	☐Ebony
☐Navy	☐Sky Blue	☐Dusty Rose	☐Light Teal

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ $3.25/Sq. Ft. $_____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.
Freight handling charges at the close of the show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ $4.25/Sq. Ft. $_____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ $0.75/Sq. Ft. $_____

EXHIBITING FIRM:	Subtotal $
BOOTH #	Tax @ 6.5% $
	Total $

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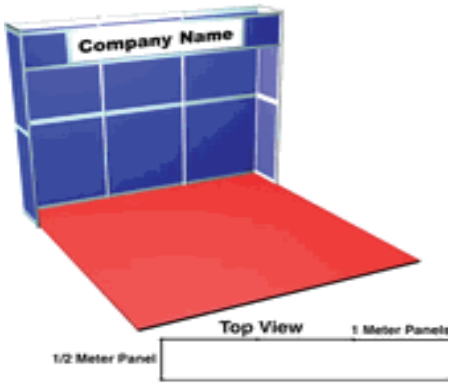
DEADLINE DATE
October 2, 2015

RENTAL EXHIBITS ORDER FORM

ALL PMERENTAL EXHIBIT PACKAGES INCLUDE: One 6' skirted table and two chairs, one wastebasket, Installation and Dismantle Labor, Standard Booth Carpeting, three 75-watt header copy (*in black*), and daily booth vacuuming.



PMEBASIC RENTAL

10-foot Exhibit (Please indicate instructions for header below)

Choose 1: ☐Standard White Panels - $1,000.00 ☐Velcro Panel - $1,425.00*

*Indicate Velcro Color: ☐Black ☐Silver

Indicate Carpet Color: ☐Blue ☐Red ☐Grey ☐Black

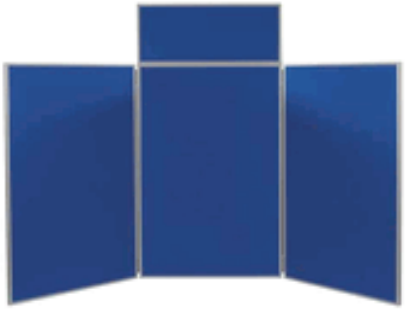
Indicate Drape Color: ☐Blue ☐Red ☐Grey ☐Black ☐White

Shelves Qty_____ Cost $65.00 each Subtotal $_____

PME RENTAL EXHIBIT HEADER TO READ:

Table Top Display
6' Wide X 4' Tall - Folding Panels

Indicate Color: ☐Black ☐Grey
$300.00 *Advance* $375.00 *Standard*



EXHIBITING FIRM: **BOOTH#**	Subtotal	$
	Tax @ 6.5%	$
	Total	**$**

We can create anything from a single booth to a large multi-dimensional selling environment. Call 321-296-1888 for additional booth designs.

All rental orders received after the deadline date will be charged an additional 50%.

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DEADLINE DATE
October 2, 2015

FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	$66.00	$
	Seasonal Flowering Plants (e.g., Mums, Azalea, etc.)	$39.50	$
	Large Fern	$39.50	$
	2' Green Plant	$49.50	$
	3' Green Plant	$55.00	$
	4' Green Plant	$66.00	$
	5' Green Plant	$77.00	$
	6' Green Plant	$88.00	$

Plants may vary from pictures in color and size.

Subtotal	**$**
Tax @ 6.5%	**$**
Total	**$**

BOOTH CLEANING ORDER FORM

CARPET SERVICE (Check One)		
☐ Vacuum Booth Carpet—One time (Before Show Opens)	$0.50/sq. ft. X _____ sq. ft. = _____	$
☐ Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	$

PORTER SERVICE		
☐ Empty wastebaskets, police floor at 2 hour intervals.	$67.00 per day Indicate dates required: _____	$

Booth Cleaning Total	**$**

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

EXHIBITING FIRM: **BOOTH#**

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October 2, 2015

HARDWARE RENTAL ORDER FORM

Qty	Video EquiPMEnt	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	$125	$160	$
	DVD Player (Standard)	$190	$240	$
	20" TV / VCR Combo Unit	$315	$395	$
	20" Video Monitor / Receiver	$195	$245	$
	25" Video Monitor / Receiver	$225	$310	$
	54" Roll cart Stand with Drape	$50	$95	$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	$125	$160	$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	$150	$195	$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	$150	$195	$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	$250	$325	$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	$450	$585	$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	$650	$845	$
	Plasma Floor Stand (Cobra or Dual Post)	$75	$95	$

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	$940	$975	$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	$1,275	$1,745	$
	Overhead Projector (4000 Lumens)	$115	$145	$
	6' Tripod Screen	$75	$95	$
	8' Tripod Screen	$95	$120	$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	$75	$95	$

EXHIBITING FIRM: BOOTH #		
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.	**Delivery Charge**	**$ 100.00**
	Subtotal	
	Tax @ 6.5%	**$**
	Total	**$**

PME
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DEADLINE DATE
October 2, 2015

LAT Conference SERVICES
VALUE | SERVICE | SELECTION

New for 2015

RATES ARE FOR THE ENTIRE SHOW

Android Handheld

EXHIBITOR INFORMATION (Please write clearly)

Company Name _____

Billing Contact _____

Billing Address _____

City, State, Zip _____

Billing Phone _____

Fax _____

Email Address _____

31st AHCA Seminar/53rd FHEA Meeting & Trade Show

October 12-14, 2015
Rosen Shingle Creek

Delivery Contact _____

Booth # _____

Onsite Cell #: _____

LEAD RETRIEVAL SOLUTIONS:	IF ORDERED BY: 10/2/15		IF ORDERED AFTER: 10/2/15	QTY	TOTAL PRICE
Swiftium Handheld-**ONLINE** **Battery** operated wireless handheld system with built in scanner, display, qualifiers. Leads available to exhibitor **online** instantly.	**$325.00**		**$375.00**		
OPTIONAL-- Custom Qualifying Questions	$65.00		n/a		
OPTIONAL-- Booth Delivery & Setup*	$65.00		n/a		
OPTIONAL-- Mini Printer	$65.00		n/a		
OPTIONAL--Damage Waiver**	3% of rental		n/a		
OPTIONAL-Post Show Leads Backup***	$65.00		n/a		

NOTES

Delivered units must be returned to the LAT Service Desk by exhibitor at the end of the event.

*All equipment must be picked up from the LAT service desk unless delivery option is chosen.

**Client not be responsible for any equipment damage if chosen.

***LAT will backup client's leads, as extra security, when terminal is returned at the end of the event.

Subtotal

Tax (6.5%):

Total:

LAT = LAT Conference Services

Submit Order Form and Payment To:

Jeff J. Olszewski
LAT Conference Services
6 Broadway Ct
Orlando, FL 32803
(407) 248-0046
(407) 233-1436, fax
jeff@LATConferenceServices.com
LATConferenceServices.com

****** Rental Payment is Due in Advance ******

Rental Payment: ____V/MC ____ AMEX _____ Check

Card #:_____Exp.Date:_____

SEC #: _____

Card Holder Name:_____

Card holder & signature represents above company or companies.

Authorized Signature: *** _____

*** I authorize this credit card to be used as payment for this contract. ***

Rental rates are based on the entire show including setup day. Customer is responsible for all loss or damage to equipment. All orders are subject to LAT standard terms and conditions. A company representative **MUST** be present upon delivery and pick up or additional fee may apply. 100% cancellation fee may apply for orders cancelled up to 10 days before the show. Any items cancelled on-site will be charged 100% cancellation fee. Prices subject to availability. **Drayage/union/handling fees are not included.**

LAT Conference SERVICES
VALUE | SERVICE | SELECTION

31st AHCA Seminar/53rd FHEA Meeting & Trade Show
Lead Retrieval Custom Qualifying Questions

To achieve the best return on investment at AHCA/FHEA, you have the option of creating your own Custom Qualifying Questions for your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate next step of action by a specific member of your team by creating Custom Qualifying Questions.

The following are our standard Qualifying Questions that come with your equipment rental:

1. Email Catalog
2. Email Literature
3. Email Quote
4. Have Salesperson Call
5. Schedule Demo
6. Provide Samples
7. Immediate Need
8. Purchasing Manager
9. Has Final Say
10. Recommends

For an additional fee (see order form), you can create 10 of your very own questions. List your Custom Qualifying Questions below and include this page with your order form. Yes/No type questions of 30 characters or less.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Company Name _____ Booth # _____

Contact _____ Phone # _____

Exhibitor Kit

Presentation Services is the preferred provider of audiovisual exhibit services and the exclusive provider of rigging and power distribution services at Rosen Shingle Creek.

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

This packet contains the tools necessary to assist you and your exhibitors in implementing a flawless event.

Pages 2-4 Exhibitor power order form
Page 5 Exhibitor air and water order form
Page 6 Exhibitor AV order form
Pages 7-8 Exhibitor rigging form

In addition to the attached tools, our knowledgeable staff is available to assist you and your exhibitors. Please feel free to contact us at 407.996.2237 or RSCExhibits@psav.com.

Thank you and Welcome to Rosen Shingle Creek!

Power Distribution Exhibitor Order Form

PSAV® is proud to serve as the exclusive in-house provider for Power Distribution Services at the Rosen Shingle Creek. As part of our comprehensive electrical safety program the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed and meet all state and local codes.

SHOW NAME:	START DATE:	END DATE:	BOOTH #:
COMPANY NAME:			
ON-SITE CONTACT:			
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:		
ORDERED BY:	PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
☐ AMEX ☐ MCARD ☐ VISA ☐ CHECK / CREDIT CARD#:		EXP DATE:	
CARDHOLDER'S SIGNATURE:	EMAIL ADDRESS (PLEASE PRINT)		

PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW FOR ADVANCE PRICING

ELECTRICAL OUTLETS

120 VOLT	Qty	Advance Price	Standard Price	Cost
500 watts (5 amp)		$105.00	$150.00	
1000 WATTS (10 AMPS)		$160.00	$225.00	
1500 WATTS (15 AMPS)		$185.00	$265.00	
2000 WATTS (20 AMPS)		$210.00	$300.00	

ELECTRICAL SERVICE CONNECTIONS *REQUIRES LABOR AND DIAGRAM

208 VOLT SINGLE PHASE *REQUIRES LABOR				
20 AMPS		$345.00	$490.00	
30 AMPS		$430.00	$615.00	
60 AMPS		$580.00	$825.00	
100 AMPS		$720.00	$1,025.00	
208 VOLT THREE PHASE *REQUIRES LABOR				
20 AMPS		$475.00	$680.00	
30 AMPS		$625.00	$895.00	
60 AMPS		$850.00	$1,215.00	
100 AMPS		$1,080.00	$1,545.00	
200 AMPS		$1,610.00	$2,015.00	
400 AMPS		$2,375.00	$3,025.00	

EXTENSION CORD (POWER OUTLET NOT INCLUDED)

	Qty	Price	Cost
25' Extension Cord		$30.00	
POWER STRIP		$30.00	

LABOR (MINIMUM 1 AND 1/2 HR INSTALL/1 HR STRIKE)

ST Mon-Fri 8:00A-5:00P except HOLIDAYS		$90.00	
OT Mon. – Sun. 5:01P-12:00A		$135.00	
DT Mon. – Sun.12:01A-8:00A and HOLIDAYS		$180.00	

SUBTOTAL	
24% SERVICE CHARGE APPLIES TO ALL ORDERS	
6.5% FLORIDA SALES TAX	
TOTAL DUE	

FULL PAYMENT DUE PRIOR TO SHOW OPENING.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for all power distribution, island booths and 208v services.

SPECIAL INSTRUCTIONS/PLUG TYPE

Attn: PSAV
9939 Universal Boulevard
Orlando, FL 32819
PHONE: 407.996.4473
FAX: 855.817.4462
EMAIL: RSCPowerDistribution@psav.com

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(See page 3 for Terms and Conditions)

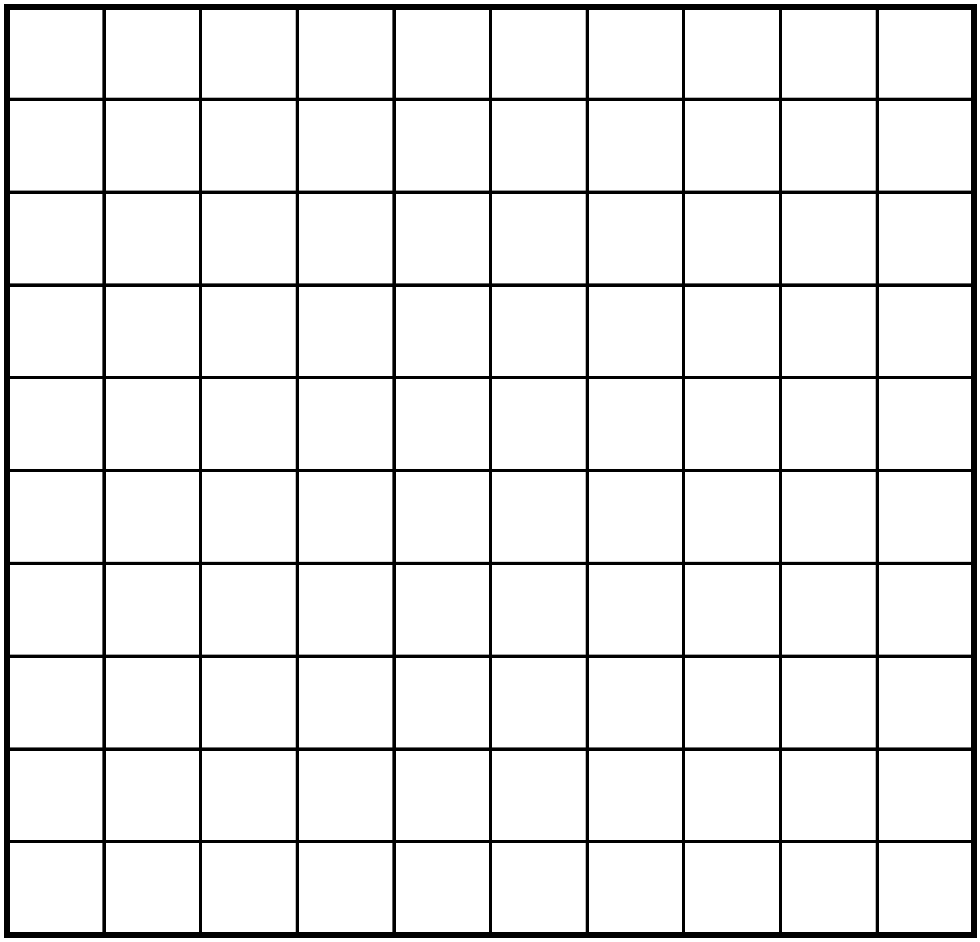
BOOTH LAYOUT FORM

COMPANY NAME: _____ BOOTH #: _____

SHOW NAME: _____ DATE OF SHOW: _____

BACK OF BOOTH (INDICATE ADJACENT BOOTH #)

INDICATE ADJACENT BOOTH # _____



INDICATE ADJACENT BOOTH # _____

FRONT OF BOOTH (INDICATE ADJACENT BOOTH #) _____

Each square is _____ feet, since my booth is _____ feet wide by _____ feet long.

Utilities under carpet? _____

ISLAND BOOTHS

A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.

REGULATION AND GENERAL INFORMATION

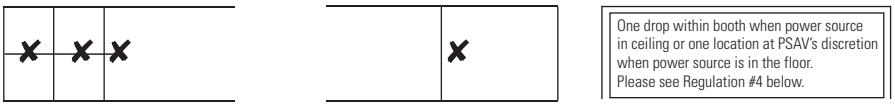
1. For all Equipment supplied, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
2. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3 Phase

WHERE WILL MY OUTLET BE LOCATED?
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

POWER LOCATIONS:) (Indicate location of outlet


One drop within booth when power source in ceiling or one location at PSAV's discretion when power source is in the floor. Please see Regulation #4 below.

INLINE BOOTHS – PENINSULA | BACK-TO-BACK PENINSULA BOOTHS | ISLAND BOOTHS

1. Orders must be received with payment a minimum of twenty-one (21) days prior to scheduled event set up for Advance Price. Orders received less than twenty-one (21) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
2. PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A $25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
13. PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
17. A service charge of 1.5%per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, PSAV will be responsible for:
    - All under carpet distribution of electrical wiring
    - All motor and equipment hook-ups requiring hardware connections
    - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
    - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
    - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
    - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

SIGNATURE: BY SIGNING YOU INDICATE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.

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Air & Water Exhibitor Order Form

PSAV® is proud to serve as the exclusive in-house provider for Power Distribution Services at the Rosen Shingle Creek. As part of our comprehensive electrical safety program the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed and meet all state and local codes.

SHOW NAME:	START DATE:	END DATE:	BOOTH #:
COMPANY NAME:			
ON-SITE CONTACT:			
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:		
ORDERED BY:	PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
☐ AMEX ☐ MCARD ☐ VISA ☐ CHECK / CREDIT CARD#:		EXP DATE:	
CARDHOLDER'S SIGNATURE:	EMAIL ADDRESS (PLEASE PRINT)		

PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW FOR ADVANCE PRICING

AIR *PSI 100 lbs average - Prices based on 1/4" to 1/2" line *REQUIRES LABOR AND DIAGRAM

	Qty	Advance Price	Standard Price	Cost
MASTER LINE DROP		$300.00	$390.00	
ADD'L CONNECTIONS		$60.00	$78.00	

SPECIAL INSTRUCTIONS

WATER *55 PSI MIN - 70 PSI MAX - Prices based on 1/4" to 1/2" line *REQUIRES LABOR AND DIAGRAM

MASTER LINE DROP		$300.00	$390.00	
ADD'L CONNECTIONS		$60.00	$80.00	
FILTER (IF WATER IS FOR CONSUMPTION)		$80.00	$100.00	

FILL & DRAIN

0-100 GALLONS		$125.00	$175.00	
101-500 GALLONS		$175.00	$225.00	
EACH ADD'L 100 GALLONS		$20.00	$25.00	

SPECIAL INSTRUCTIONS

LABOR (MINIMUM 1 AND 1/2 HR INSTALL/1 HR STRIKE)

ST Mon - Fri 8:00A-5:00P except HOLIDAYS		$90.00	
OT Mon. – Sun. 5:01P-12:00A		$135.00	
DT Mon. – Sun.12:01A-8:00A and HOLIDAYS		$180.00	

SUBTOTAL	
24% SERVICE CHARGE APPLIES TO ALL ORDERS	
6.5% FLORIDA SALES TAX	
TOTAL DUE	

FULL PAYMENT DUE PRIOR TO SHOW OPENING.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for all air and water services.

Attn: PSAV

9939 Universal Boulevard
Orlando, FL 32819
PHONE: 407.996.4473
FAX: 855.817.4462
EMAIL: RSCPowerDistribution@psav.com

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(See page 3 for Terms and Conditions)

PSAV Audiovisual Exhibitor Order Form

PSAV is proud to serve as the in-house provider for Audio Visual Services at the Rosen Shingle Creek.

SHOW NAME:	START DATE: END DATE:	# SHOW DAYS:
COMPANY NAME:		
ON-SITE CONTACT NAME:		ROOM / EXHIBIT BOOTH #:
STREET ADDRESS:	CITY & STATE :	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
ORDERED BY:	PRINT CARDHOLDER'S NAME:	BILLING ZIP CODE:
AMEX MCARD VISA CHECK — CC #:	EXP DATE:	
CARDHOLDER'S SIGNATURE:*	EMAIL ADDRESS (PLEASE PRINT):	

	Day Rate	Show Rate	Qty	#Days	Total		Day Rate	Show Rate	Qty	#Days	Total
Video Equipment **Specialty Cables upon request** **Unit includes a 6' VGA cable**						**Video Equipment**					
21" LCD Flat Screen Monitor *	$100.00	$195.00				3x4 LED Wall ** Priced upon request					
32" Flat Monitor/Video/PC capable*	$275.00	$550.00				Blue Ray Player	$125.00	$250.00			
46" LCD Screen and Cables * **	$525.00	$995.00				DVD Player	$90.00	$180.00			
55" LCD Screen and Cables* **	$710.00	$1420.00				**Audio Equipment**					
60" LCD Screen and Cables* **	$975.00	$1,800.00				Powered Speaker with Tripod	$115.00	$230.00			
70" LCD Monitor* **	$1195.00	$2,400.00				4 channel Mixer	$70.00	$140.00			
90" LCD Monitor * ** Additional labor requirements	$3,000.00	$4,950.00				Wireless Mic	195.00	$390.00			
32" – 70" Touchscreen * ** Priced upon request						**Lighting**					
42"-70" Smart T.V. * ** Priced upon request						Atmospheric LED 5 light pkg.	$250.00	$500.00			
*Monitor Chrome Plasma Stands 72"H	$125.00	$125.00				Additional Lighting options available.					
*Monitor Wall Brackets	$100.00	$100.00				**Laptops**					
25' VGA Cable	$50.00	$75.00				Laptops: all laptops Windows XP Office 2010 RW/DVD		$250.00			
VGA DA	$110.00	$220.00									
** May require Additional Labor/Install						**Orders less than 10 days prior to show start date**	**$100.00**	**$100.00**			
						Orders requested Onsite	**$150.00**	**$150.00**			
						Total Equipment Rental					
						24% Service Charge *Includes basic set up and removal of equipment*					
						6.5% Sales Tax *On Equipment and Service Charge*					
						GRAND TOTAL					

Advance Show rates cut off 10 days prior to start of Show.

Please Fax your orders to 866-225-1303
For custom meeting specifications and pricing,
Contact our Sales Dept.
RSCExhibits@psav.com
Day of Show Onsite Contact: 407-259-7966

Learn More About Exhibitor Services

Rigging Order Form

Rosen Shingle Creek, Orlando Florida

Show Name:

Area or Booth #:

Ordering Instructions and Guidelines

Please complete both pages of this form and return it via E-mail or fax.
Once this form has been received you will be sent a formal Rigging Estimate.

PSAV is required to make all attachments to the Hotel structure. This includes but is not limited to: ceiling, airwalls, existing signage, columns, and railings.

Signs and Banners

- All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code. Electricity must be ordered in advance.
- Electrical Service is provided by PSAV Power distribution services
- All signs and banners in public areas must be approved by Hotel Management.
- PSAV will not "Dead Hang" items over 100 lbs or 10' in length, chain motors will be used in these instances.
- All exhibitor rigging must conform to Show Management regulations.

Labor and Pricing

- Orders must be received 21 days prior to Load-In to receive advance rates and guarantee equipment and crew availability.
- Rigging Crews consist of a minimum of 3 riggers.
- Rigging Crews are subject to a 4 hour minimum at the prevailing hourly rate.
- A Service Charge of 24% will be added to the subtotal before tax.
- Tax Exempt Status- If you are exempt from sales tax you are required to submit a State of Florida Exemption Certificate prior to services being rendered.

Cancellation

- Orders must be cancelled 48 hours prior in order to avoid a minimum charge.
- Orders cancelled during or after services have been rendered will be subject to 100% of the original charges.

Pricing Information

Rigging Labor Hourly Rates	Advance Rate (21 days in advance)	Regular Rate
Straight Time - 8:00am-5:00pm (m-f)	$ 90.00	$ 100.00
Overtime - 5:00pm - 12:00am (m-f)	$ 135.00	$ 150.00
Double Time -12:00am - 8:00am (m-s)	$ 180.00	$ 200.00
Saturday - 8:00am - 12:00am (sat only)	$ 135.00	$ 150.00
Sunday - All Day (sun only)	$ 180.00	$ 200.00
Holidays - All Day	$ 180.00	$ 200.00
Dead Hang Point	$ 55.00	$ 65.00
Motor/Point	$ 225.00	$ 235.00
Scissor Lift Daily	$ 315.00	$ 415.00

*** Rates are per rigger / per hour (4hr. Min)***

Customer Information

Company Name:

Address:

City, State, Zip:

Ordered By (Print):

Ordered By (Signature):

Email Address:

Telephone #: Fax #

For Processing

Return Form To:

Presentation Services Rigging Department

Rosen Shingle Creek

9939 Universal Blvd.

Orlando, Florida 32819

PH: (407) 996-2237 **FAX: (866) 225-1303**

Email to: RSCExhibits@psav.com

PSAV is proud to be Rosen Properties'

Exhibitor Services - Learn More

Page 2 must be filled out with banner specifications and onsite contact information.

Exclusive Rigging Provider.

Method of Payment

Credit Card:

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp Date _____ / _____

Card Billing Zip Code/required _____

Cardholder's Name (as appears on card): _____ Cardholders Signature: _____

Cardholder's Billing Address, if different from company address:

_____

Event Signage and Rigging Order Form

Rosen Shingle Creek

Rosen Shingle Creek Properties

Show Name:	**Booth #:**
Event Location:	***Onsite Contact Information…***
Event Load In Date:	Company Name:
Preferred Event Load In Time:*	Contact Name:
Event Load Out Date:	Cell Phone:
Preferred Load Out Time:*	Email:

We will make every effort to accommodate your preferred start time.

Signage Information

*****Signs must be assembled prior to rigger's arrival.*****

Sign Type:	Sign Weight:	Sign Dimensions:

Description of Signage and instructions/ Please provide drawing of Signs if available.

Additional Information/Booth Location on Floor